

# Personnel and Civil Service

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Bethany O'Rourke Personnel Officer



## NOTICE OF VACANCY

### SOCIAL WELFARE EXAMINER (Seasonal); Two (2) Full-time, temporary positions

**Date of Issue: 08/19/19:** The work involves responsibility for determining financial eligibility for the various programs administered by a local social services district and recommending amount of assistance in accordance with established policies and procedures. An employee may perform any one or a combination of assignments in connection with determining financial eligibility, categorical classification, continued financial eligibility and income maintenance depending on the size, organizational structure and work activity needs of the social services district. In some cases, employees may provide on-going case management services. The work is performed under direct supervision and involves the review and evaluation of applications and records and direct interviews with applicants. Does related work as required.

Temporary employment opportunities are available during the Home Energy Assistance Program (HEAP) season. Employment is subject to a criminal background check\*. When employed on a seasonal basis, the title of Social Welfare Examiner is Non-competitive. Applicants need only meet the minimum qualifications and criminal background check requirements.

**Status:** Temporary; from 09/30/2019 until 02/28/2020  
**Work Hours:** Full time, Monday – Friday  
**Salary:** \$14.73 / hour; no benefits  
**Location:** Tioga County Department of Social Services

#### **Minimum Qualifications: Either:**

- a) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree; **OR**
- b) Graduation from a high school or possession of high school equivalency diploma and two years of full-time paid work experience or its part-time equivalent in a human services or social services setting; **OR**
- c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

**NOTE:** Study from a regionally accredited or New York State registered college, university or business school may be substituted for experience on a year-for-year basis.

**Apply Online** by using our "Online Application Tool": <https://www.tiogacountyny.com/departments/personnel-civil-service/>

**Apply by: APPLICATIONS WILL BE ACCEPTED UNTIL BOTH POSITIONS HAVE BEEN FILLED.**

*Tioga County applications are available on our website. Resumes may be submitted but MUST accompany an application. Applicants MUST clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.*

\*Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to: fingerprinting, psychological, and or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records.